

**ELEMENTARY SCHOOL
PARENT-STUDENT
HANDBOOK
2011-2012**



Mission

The mission of Southampton County Public Schools through the combined efforts of staff, students, families and the community is to ensure a quality education in a safe environment that will prepare students to be successful learners and productive citizens in an ever-changing society.

The School Board

**Russell C. Schools, Chairman
CAPRON DISTRICT**

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**Lynn Bradley
FRANKLIN DISTRICT**

**Florence Reynolds
BERLIN-IVOR DISTRICT**

WELCOME

The purpose of this handbook is to provide essential information about the elementary schools in Southampton County to parents and interested citizens. It is intended to increase communication between the home and school and to make information available to the general public. All are encouraged to take an active role in the education of their children. This support and involvement is essential to the child's educational success and to the success of the Southampton County Public School System.

Charles E. Turner
Superintendent of Schools

GUIDE FOR THE USER

Welcome to Southampton County Public Schools.

This handbook has been prepared to acquaint you with the pertinent policies and regulations of the Southampton County School Board. This handbook is by no means comprehensive and any time you have questions concerning items in this handbook or about your particular elementary school, please do not hesitate to contact the elementary school your child attends.

A school calendar has been included for your convenience. This calendar emphasizes only those dates pertinent to all schools. Dates for events at your individual school will be communicated from the respective schools.

Dr. Wayne K. Smith
Executive Director of Administration and Personnel

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GENERAL INFORMATION

Important Dates To Remember

Elementary School Report Cards to be sent home:

October 25, 2011
December 5, 2011
February 6, 2012
March 19, 2012
May 7, 2012
June 14, 2012

Southampton County Public Schools Division Calendar Calendar 2011-2012 School Year

AUGUST

August 15- 18 Professional Workshops
(Principals may adjust dates)
August 22-25 Professional Week
August 29-September 2 Pre-School Workshops

SEPTEMBER

September 5 **LABOR DAY (Schools Closed)**
September 6 **STUDENTS REPORT**

OCTOBER

October 3 PROFESSIONAL DAY (Early Closing 1:00 P.M.)
October 5 Interim Reports Distributed - (Sec.)
October 6 Parent/Teacher Conference - (Sec.)
Secondary Schools Close 2 P.M.
Conference 2:30-5:00 P.M.
October 17 **1ST SIX WEEKS ENDS (30 DAYS-ELEM)**
October 18 **2ND SIX WEEKS BEGINS-ELEMENTARY**
October 25 **REPORT CARDS DISTRIBUTED - (Elem.)**
October 26 Parent/Teacher Conference - (Elem.)
Elementary Schools Close 2 P.M.
Conference 2:30-5:00 P.M.

NOVEMBER

November 7	INTERIM REPORTS DISTRIBUTED (ELEMENTARY)
November 4 & 7	1ST Quarter Exams (SECONDARY) Secondary School Close 2 P.M.
November 7	1ST NINE WEEKS ENDS-SECONDARY
November 8	2ND NINE WEEKS BEGINS
November 11	VETERAN'S DAY (Early Closing 1:00 P.M.)
November 16	REPORT CARDS DISTRIBUTED - (Sec.)
November 17	Parent/Teacher Conference - (Sec.) Secondary Schools Close 2 P.M. Conference 2:30-5:00 P.M.
November 24-25	FALL HOLIDAY-THANKSGIVING
November 30	2ND SIX WEEKS ENDS (30 DAYS-ELEMENTARY)

DECEMBER

December 1	3RD SIX WEEKS BEGINS - ELEMENTARY
December 5	REPORT CARDS DISTRIBUTED (Elem.)
December 6	Parent/Teacher Conference Day (Elem.) Elementary Schools Close 2 P.M. Conference 2:30-5:00 P.M.
December 12	Interim Reports Distributed (Sec.)
December 13	Parent/Teacher Conference Day (Sec.) Secondary Schools Close 2 P.M. Conference 2:30-5:00 P.M.
December 15	INTERIM REPORTS DISTRIBUTED (ELEM.)
December 16	SCHOOLS CLOSE FOR WINTER HOLIDAY
December 19-January 1	WINTER HOLIDAY

JANUARY

January 1	NEW YEAR'S DAY (Schools closed)
January 2	SCHOOLS REOPEN
January 13	LEE/JACKSON DAY (Schools Closed)
January 16	KING HOLIDAY (Schools Closed)
January 27	3RD SIX WEEKS ENDS (30 DAYS) 1ST SEMESTER ENDS (90 DAYS)
January 30-31	MIDSEMESTER PROFESSIONAL DAYS

FEBRUARY

February 1	4TH SIX WEEKS BEGINS 2ND SEMESTER BEGINS
February 6 February 7	REPORT CARDS DISTRIBUTED (ALL) Parent/Teacher Conference Day (Elem.) Elementary Schools Close 2 P.M. Conference 2:30-5:00 P.M.
February 8	Parent/Teacher Conference Day (Sec.) Secondary Schools Close 2 P.M. Conference 2:30-5:00 P.M.
February 20	PRESIDENTS' DAY (Schools Closed)
February 22	Interim Reports Distributed – (Elem.)

MARCH

March 2 March 5	Interim Reports Distributed -(Sec.) Parent/Teacher Conference - (Sec.) Secondary Schools Close 2 P.M. Conference 2:30 - 5:00 P.M.
March 14	4TH SIX WEEKS ENDS (30 DAYS ELEM.)
March 15	5TH SIX WEEKS BEGINS- (ELEM.)
March 19 March 20	REPORT CARDS DISTRIBUTED -(Elem.) Parent/Teacher Conference Day (Elem.) Elementary Schools Close 2 P.M. Conference 2:30-5:00 P.M.

APRIL

April 3-4	3 rd Quarter Exams (Sec. Schools Close 2 P.M.)
April 4	INTERIM REPORTS DISTIBUTED (ELEMENTARY)
April 4	3RD NINE WEEKS ENDS – (SEC.) Secondary Schools close 2 P.M.
April 5	4TH NINE WEEKS BEGINS – (SEC.)
April 9-13 April 16	SPRING BREAK REPORT CARDS DISTRIBUTED (SEC.)
April 17	Parent/Teacher Conference - (Sec.) Secondary Schools Close 2 P.M. Conference 2:30 - 5:00 P.M.

MAY

May 2 5TH SIX WEEKS ENDS (30 DAYS – ELEMENTARY)
May 3 6TH SIX WEEKS BEGINS
May 7 REPORT CARDS DISTRIBUTED (ELEM.)
May 8 Parent/Teacher Conference Day (Elem.)
Elementary Schools Close 2 P.M.
Conference 2:30-5:00 P.M.
May 14 Interim Reports Distributed (Sec.)
May 15 Parent/Teacher Conference - (Sec.)
Secondary Schools Close 2 P.M.
Conference 2:30 - 5:00 P.M.
May 23 Interim Reports Distributed - (Elem.)
May 28 **MEMORIAL DAY OBSERVED (Schools Closed)**

JUNE

June 14 6TH SIX WEEKS ENDS (30 DAYS- ELEM.)
SECOND SEMESTER ENDS (90 DAYS- ALL)
All Schools close 1:00 P.M.
June 14-15 **PROFESSIONAL WORK DAYS**
June 16 **GRADUATION – SHS – A.M.**

WHEN SCHOOLS ARE CLOSED FOR INCLEMENT WEATHER THE NEXT AVAILABLE HOLIDAY/NON-STUDENT DAY WILL BE USED FOR MAKE-UP.

Contact Information

Who To Call

Schools

Capron Elementary

Sandra Pettigrew, Principal
(434) 658-4348

Riverdale Elementary

Christopher Tsitsera, Principal
James Battle, Assistant Principal
(757) 562-3007

Nottoway Elementary

Debra Hicks, Principal
(757) 859-6539

Meherrin Elementary

Syretha Wright, Principal
(757) 654-6461

Southampton Middle School

Michael Booth, Principal
Darian Bell, Assistant Principal
Susan Melbye, Assistant Principal
(757) 653-9250

Southampton High School

Allene Atkinson, Principal
Littleton Parker, Assistant Principal
Aronda Bell, Assistant Principal
(757) 653-2751

Central Office

Administration

Superintendent

Charles E. Turner

(757) 653-2692

Assistant Superintendent

Dr. M. Timothy Kelly

(757) 653-2692

Executive Director of
Administration and Personnel

Dr. Wayne K. Smith

(757) 653-2692

Director of Auxiliary Services
(Transportation, Maintenance, Custodial, Facilities)

Ricky Blunt

(757) 653-2692

Instructional Programs

Coordinator of Instructional
Services

Rodney Brown

(757) 653-2692

Director of Special Education

Marlene Duke

(757) 653-2692

Director of Finance

Joy Carr

(757) 653-2692

Career Technical Education

Linda Adams

(757) 653-9170

Title I/Gifted Education

Dr. M. Timothy Kelly

(757) 653-2692

Fresh Start/Alternative Education

Rhonda Chambliss

(757) 562-2903

School Services

Food Services

Linda Drake

(757) 653-2692

Technology

Bill Hatch

(757) 653-2692

SCHOOL POLICIES AND PROCEDURES

Absences

A written excuse signed by a parent must be given to the teacher on the day a child returns to school following the absence. Fifteen (15) days of consecutive absence will result in the student being dropped from the attendance roll, in accordance with state regulations.

Behavior And The School

If you need more information concerning school behavior please refer to the Elementary School Student Conduct Code Section.

Child Abuse

The law requires teachers, principals, nurses and all other professional people in education to report to the Social Services Department cases of suspected child abuse and neglect. Failure to do so can result in court action against the educator and possible fine. The purpose of the law is to prevent the abuse and neglect of children rather than to punish anyone.

Dress Code

Students are expected to dress appropriately and safely for all school activities. Specific guidelines may be established at each school.

Evaluation Of Pupil Progress

The school year is divided into six reporting periods. At the end of each reporting period you will be invited to come to school for a conference with your child's teacher to discuss his/her progress. Report cards will be sent home at the end of each six weeks. Should you desire a conference at any other time during the year, please contact the teacher or telephone the office for an appointment that will be convenient to the both of you.

Textbook Fees

There will be no charge for textbooks. The charge for lost textbooks will be the current replacement cost, and a charge will be made for damaged books.

Grounds And Facilities (Use Of)

School grounds and facilities may be used after school hours for purposes and activities, which have been authorized by the School Board. Request for use must be forwarded to the Division Superintendent of Schools. Unlicensed vehicles are unlawful on school property at all times.

Homebound Instruction

Homebound instruction is available to students who are unable to attend school for an extended period of time because of injury or other medical reasons. Contact the school principal for information and necessary forms.

Homework Policy

Homework will be assigned at the discretion of the teacher in accordance with the needs of the students as a reinforcement of skills taught. Homework assignments should be clearly understood by all students to provide a meaningful experience through independent study and reinforcement practice. Homework in Primary Grades, K-2 should not exceed 30 minutes. Homework in grades 3-5 should require at least 45 minutes but not exceed 60 minutes of the student's time. In a departmental situation, consideration should be given to the assignment to prevent overloading the students with too much homework.

Homework should be promptly checked, discussed, and returned to the students; however, no grade should be given. Homework assignments should not be used as a disciplinary measure, nor as "busy work".

Hours Of Operation

The student's day begins at 8:00 a.m. and ends at 3:15 p.m. Students should not arrive before 8:00 a.m. without prior permission of the principal.

Illness

A professional nurse is available to your child's school. If your child has an accident or becomes ill during the school day, you will be notified immediately. The office must have an emergency telephone number in case we are not able to contact you. Please do not ask the nurse to diagnose injuries that occur at home. If your child has long term prescribed medicine to be taken during the school day, **THE MEDICINE MUST BE LABELED AND IN AN APPROPRIATE CONTAINER.** A form must be completed indicating the name of the medication, the doctor's name, the amount and the time it is to be taken. The form will be filed, and the medication will be kept in the office under the supervision of personnel. If at all possible, parents are asked to hand deliver medicine to the office.

Immunization, Physicals And Proof Of Birth

No pupil shall be admitted to any Southampton County Public Schools for the first time unless such pupil shall furnish prior to admission a report from a qualified physician or other legal practitioner of a comprehensive physical examination performed no earlier than 12 months prior to the enrollment date.

EXCEPTION:

Such physical examination shall not be required of any child whose parent or guardian shall object on religious grounds and who shows no visual evidence of sickness~ provided that such parent or guardian shall state in writing that, to the best of his/her knowledge, such child is in good health and free from any communicable or contagious disease.

MINIMUM IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOLS

Upon entry or transfer into a child care or school setting, documentary proof shall be provided of adequate immunization with the prescribed number of doses of vaccine indicated below, as appropriate for child's age:

DTaP, DTP, DT, or Td - A minimum of 3 doses. A child must have at least one dose of diphtheria, tetanus, pertussis-containing vaccine after the fourth birthday. If the child has received six doses before the fourth birthday, additional doses are contraindicated. DT vaccine is

required for children 7 years of age and older who do not meet the minimum requirements. As of July 1, 2006, A Dtap booster is required prior to entering the sixth grade.

Polio - A minimum of 3 doses of OPV or IPV in any combination. If a child has had only 3 doses of polio vaccine, one dose must have been administered after the fourth birthday. However, a child who has received four doses before the fourth birthday, is adequately immunized and does not need a dose after the fourth birthday.

Hib- This vaccine is required only for children up to 30 months of age. A complete series consists of either 2 or 3 doses (depending on manufacturer) followed by a booster dose at age 12-15 months. However, the number of doses required is governed the child's current age and not the number of prior doses received. Unvaccinated children between the ages of 15 and 30 months are only required to have one dose of vaccine.

Hepatitis B- A minimum of 3 doses for all children born on and after January I, 1994 (with at least 4 months spacing between the 1st and 3rd doses).

Measles, Mumps, Rubella- A minimum of 2 measles, I mumps, and I rubella. (Most children receive 2 doses of each because the vaccine is usually given as MMR). First dose must be at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry to kindergarten) but can be administered at any time after the minimum interval between dose I and dose. 2. The minimum interval is one month (28 days).

Varicella- All susceptible children born on and after January I, 1997, shall be required to have a dose of chickenpox vaccine not earlier than the age of 12 months (365 days).

Hepatitis B for 6th Graders-Beginning July I. 2001, all children who have not received three doses of hepatitis B vaccine will be required to receive such immunization prior to entering the 6th grade.

The State Health Commissioner has clarified through a memorandum to the Department of Education dated 12/21/01 that a "comprehensive physical" includes (a) a screening for iron-deficiency anemia, or (b) hemoglobin, or (c) a hematocrit and urinalysis. The Virginia Department of Education and the Virginia Department of Health require documentation on the MCH 213D (Preschool Entrance Physical Examination and Immunization Form) of a hemoglobin or hematocrit within the previous 12 months, or documentation of an iron deficiency anemia risk assessment as well as a urinalysis.

Lost And Found

The school cannot accept responsibility for lost articles. Please see that all clothing and personal effects are marked with the child's name. Lost and found articles may be claimed in the office.

Meals: Breakfast And Lunch

Students may purchase meals by the day, week, month, or on a yearly basis. Breakfast and lunch prices are posted in the cafeteria. On the first day of school, all students receive printed information that contains the price for breakfast and lunch. Free or reduced price meals are available (upon application and approval) to children whose family income falls within established USDA guidelines.

Prescription Medications

Southampton County Public School personnel may give prescription medication to students only- pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Nonprescription Medications

Southampton County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Self-Administration Of Medication

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.

- Written parental permission for self-administration is on file with the school
- The medication is in the original container and appropriately labeled with the manufacturer's directions
- The student's name is affixed to the container
- Student possesses only the amount needed

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Pictures

Pictures will be taken of all students whose parents desire to have them. Please pay for them or return them to school promptly as the school is required to account for each picture.

Private Transportation

Children who are brought to school by private means of transportation should not arrive before 8:00 a.m. Children arriving before 8:00 a.m. will not be supervised. Students who go home by means of private transportation must be picked up promptly at 3: 15 p.m. Private vehicles are not permitted in the areas designated for the loading and unloading of buses between 7:30 a.m. to 9:00 a.m., and 2:00 p.m. to 3:30 p.m. Please observe the signs that are posted at the entrance ways. Private vehicles on School Board property can be searched if there is cause to suspect controlled substance.

Promotion/Retention

Should a Southampton County Public School Elementary student receive a failing grade in math and reading; math, science and social studies; or reading, science and social studies that student may be retained in their present grade.

Grades 1 - Grade 2 - The students must receive a passing grade in both Reading and Math in order to be promoted to the next grade. A Reading and Math portfolio must be maintained on each student. These documents will follow the child. Scores on the PALS and SOLs may be used to determine promotion/retention for students who are on the borderline of failing. A student may be retained only once at this level.

Grades 3-5 - The students must receive a passing grade in English and Mathematics and in either Science or Social Studies. Scores on PALS and SOLs will be used to determine promotion/retention for students who are on the borderline of failing. A student may be retained only once at this level.

Records (Student)

Parents of students and students 18 years of age and older are protected by law regarding the maintenance, security, disclosure, and transfer of all student records. They have the right to see the records within 10 days, request copies, permit or deny disclosure within the limits set by law, and to request amendments of items in the records that appear to be inaccurate or misleading. The School Board policy and a copy of the regulations, procedures, and legal base for this assurance of privacy are available in the school board office.

Parents who plan to withdraw students from school should attempt to notify the school office and the teacher at least one week in advance so that there will be adequate time to prepare records. If records are to be sent directly to the receiving school, a release form must be signed by the parent. If you wish to review your child's records, please contact the school to schedule an appointment.

Releasing Children To Parents

If a child is to be dismissed early, the parent, guardian, or an adult approved by the parents must sign him/her out from the office. For your child's own protection, he/she will not be permitted to meet you at the car, wait outside the building, or walk home. Please do not go directly to the classroom to pick up children.

School Closing

School closings due to inclement weather will be issued by the instant alert phone system.

In addition, closings will also be announced on the following stations:

Station	Call Numbers		City
Radio			
101.7 FM	WLQM		Franklin
92.9 FM THE WAVE	WVBW		Virginia Beach
EAGLE 97.3 FM	WGH		Virginia Beach
100.5 FM	WVHT		Virginia Beach
AM STAR 1310	WGH		Virginia Beach
K95 95.3 FM	WKHK		Richmond, VA
96.5 FM	WKLR		Richmond, VA
Television			
Channel 3	WTKR		Norfolk
Channel 6	WTVR		Richmond
Channel 10	WAVY		Portsmouth
Channel 12	WWBT		Richmond
Channel 13	WVEC		Norfolk

Schools may be closed due to weather or equipment failure after students have left home, parents will be notified by the instant alert phone system. In the event of a snow day, all schools will be close in accordance with School Board policy.

Student Supplies

Some school supplies may be purchased each morning at the school. Parents may check with the school for further information.

Tardiness

Students are expected in their homerooms at 8:00 a.m. If a student is tardy, they must report to the office before going to the classroom.

Telephone Regulations

The telephone is an essential instrument for school operation. Therefore, students will be allowed to use the phone only in the event of unusual circumstances. Parents should limit requests for delivery of reminders or messages to students to those of an emergency nature.

County-Wide Testing Schedule

SOL End of Course multiple choice testing will be conducted in grades 3, 4, and 5. Grades 3 and 5 will conduct SOL testing in the areas of English, Math, Science and Social Studies. Grade 4 will conduct SOL testing in English and Math. All of these will be conducted online. Grade 5 will also conduct SOL testing in Writing. This will not be conducted online.

Walking To School

If you desire your child to walk to school, please send a written note, which will be filed in the office. Walkers should not arrive prior to 8:00 a.m. and will be dismissed in the afternoon following the departure of the school buses.

Withdrawals

Parents should attempt to notify the office and the teacher at least one week in advance of withdrawing pupils from school. Pupils withdrawing prior to January 1 will be issued a partial refund of fees paid. After January 1, a prorated refund will be issued. If a student withdraws prior to the last fifteen (15) days of school, grades to date will be given, but no indication of promotion/retention will be made on the report card. If a student withdraws within the last fifteen (15) days of the school year, final grades and grade placement for the next school year will be indicated.

STUDENT CONDUCT

Students in Southampton County Public Schools, like members of any community, have both rights and responsibilities. It is the obligation of the school division to protect these rights and insist upon those responsibilities.

The purpose of this section is to insure that all students understand their rights and responsibilities, the consequences of listed violations of school rules, and the procedures for dealing with such violations.

Note To Parents: Please consult Student Code of Conduct booklet for more information.

Student Rights

A "right" is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

Here are some of your important rights:

- 1. YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL:**
This means you should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or because it takes you a little longer to get the right answer.
- 2. YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL:**
This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
- 3. YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL:**
This means you may talk about your ideas and feelings if it does not take away the rights of others.
- 4. YOU HAVE A RIGHT TO BE SAFE AT SCHOOL:**
This means no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.
- 5. YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM BEFORE ANYTHING HAPPENS:**
This means that you will not be punished for breaking a rule or taking some one else's rights away without a chance to tell your side of the story.

Student Responsibilities

WHAT ARE RESPONSIBILITIES

These things, which people should do without being told to do them are called responsibilities. Here are your important responsibilities:

- 1. DO NOT KEEP OTHERS FROM LEARNING:**
Parents send their children to school to learn. If you keep others from learning you have taken something from them which is important.
- 2. COME TO SCHOOL UNLESS YOU ARE SICK:**
In Virginia there is a law which says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to get an education.
- 3. BE ON TIME FOR SCHOOL AND CLASSES:**
If you are late for school in the morning you miss things you need to know.
- 4. FINISH YOUR SCHOOL WORK:**
Learning to read or do math is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. You have to keep trying even if it's hard.
- 5. TAKE CARE OF SCHOOL PROPERTY:**
The parents of every child in school have helped to pay for everything in your school. The buildings, the books, everything belongs to all the people in Southampton County. This means you are sharing the things you are using at school. If something belongs to everyone, everyone must help take care of it.
- 6. HELP MAKE SCHOOL A GOOD PLACE TO BE:**
A school is a place where good things happen to people. They make new friends, they are treated with respect, and they learn things which will help them the rest of their lives. It is one of your responsibilities to help make school a good place for everyone.
- 7. SCHOOL CORRESPONDENCE TO PARENTS REACHES HOME:**
Education requires a partnership between the parent/guardians and the school. For a partnership to work, everyone must know what is happening in order to make good decisions.

Important Rules And What Happens If They Are Broken

NOTE TO PARENTS: It should be understood that the list of offenses which follows includes only the most common infractions of school rules. In addition, it should be understood that the consequences for the offenses listed are considered to be minimum. School officials are authorized to utilize any and all the disciplinary actions permitted by Virginia Law. Appropriate procedures will be followed for all students.

Because other forms of misconduct are not listed does not mean they will be permitted. Virginia state law permits disciplinary actions, including suspensions and expulsions. Consequences apply to offenses occurring on any Southampton County School Board property or during any school sponsored activity.

Listed below are some of the important rules everyone needs to know. It is also important to know what happens if the rules are broken. Under each rule you will find out what happens the first time the rule is broken and what happens if it continues to be broken (Please refer to Student Code of Conduct for more information).

1. **SCHOOL ATTENDANCE:**

What this means: You must attend school everyday unless you are ill. Please try to arrange doctor or dental appointments before the beginning of school or after school hours. **STUDENTS ARE EXPECTED TO ARRIVE AT SCHOOL AND ALL CLASSES ON TIME EVERYDAY.**

NOTE TO PARENT: Discuss with the school principal any absence, which you feel constitutes an exceptional circumstance.

If the rule is broken:

- (1) Your teacher will talk to you about why you were tardy or absent.
- (2) Your teacher will tell your parents that you were tardy or absent without an excuse.

If the rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you and the principal.
- (2) You will lose some school privileges.

2. CARE OF SCHOOL AND PERSONAL PROPERTY:

What this means: You are expected to take care of things. If you damage or destroy something through negligence or on purpose, you have broken this rule:

If this rule is broken:

- (1) The principal or teacher will talk to you about what you have done.
- (2) Your parents will be told.
- (3) You will be expected to pay for the damage.
- (4) You may be suspended.

If the rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you and the principal.
- (2) You will have to pay for the damage.
- (3) You will be suspended (sent home) from school.

3. DISOBEDIENCE AND/OR DISRESPECT:

What this means: Refusing to do what you are told or conducting yourself in a disrespectful manner. While you are on the bus, at school, in the classroom and on the playground, you are expected to treat with respect the adults who work at the school and follow their directions.

If this rule is broken:

- (1) Your principal or teacher will talk to you and will talk to your parents.
- (2) The principal may punish you.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate actions will be taken by the principal.

4. FIGHTING AND/OR DISRUPTIVE BEHAVIOR:

What this means: Aggressive actions, which have or could have the potential to hurt others are not allowed.

If this rule is broken:

- (1) In some cases, the first time the students involved will be talked to by their teacher and/or the principal.
- (2) In some cases the person involved may be suspended.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you and the principal.
- (2) You will be suspended.

5. PROFANITY:

What this means: Profane and obscene language or gestures are not to be used at school. Items of an obscene nature are not allowed at school.

If this rule is broken:

- (1) The teacher or principal will talk to you.
- (2) The principal may suspend you.
- (3) Your parents will have to come to school for a meeting with you and the principal.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate actions will be taken.

6. INTEGRITY:

What this means:

- A. If your teacher says you are to do your own work on a test or an assignment, copying from other students or other sources is not allowed.
- B. When your teacher says a classwork or homework assignment is to be handed in at a certain time, you are expected to meet the deadline unless there is a good reason.

If this rule is broken:

- (1) The teacher will talk with you.
- (2) Your work will not be accepted and you will receive no credit for the test or the assignment.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher, and the principal.

- C. When you take another's possessions without their permission, you are stealing.

If this rule is broken:

- (1) The principal may talk to you about what you have done and appropriate actions will be taken.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate actions will be taken.

- D. Falsification is saying or writing untrue statement.

If this rule is broken:

- (1) The teacher or principal will talk to you and take appropriate actions.

If this rule continues to be broken:

- (1) Your parents will have to come to school for a meeting with you, your teacher and the principal. Appropriate actions will be taken.

- 7. THINGS YOU SHALL NOT BRING TO SCHOOL WITHOUT PERMISSION:**
What this means: There are some things, which you must not bring to school because they are dangerous to you and others. There are other things, which interfere with the right of others to learn. Some of these things are: glass items, matches, cigarettes, tobacco, drugs, pills and medicine, pets, radios, pocket knives, toys, games, and items to trade or sell.

If this rule is broken:

- (1) Items other than drugs
 - (a) The item will be taken from you by your teacher and returned at a later date if it is not a danger to you or others.
 - (b) Dangerous items may be returned only to your parents.
- (2) Drugs
 - (a) Your parents will have to come to school for a meeting with you and the principal.
 - (b) The item will be sent for a laboratory analysis.
 - (c) If the lab report indicates it is a controlled substance, you will be suspended up to, but not to exceed, 10 days and expulsion may be recommended.

If this rule continues to be broken:

- (1) Items other than drugs
 - (a) Your parents will have to come to school for a meeting with you and your teacher at which time the item will be returned to your parents.

8. VIOLATION OF SCHOOL BUS CONDUCT CODE:

What this means: Behavior that affects the safe and efficient operation of the school bus.

If this rule is broken:

- (1) Parents will be contacted. You may not be allowed to ride the bus.

If this rule continues to be broken:

- (1) You may be suspended from school. In cases of bus suspension, parents are required to provide transportation to school at 8:15 a.m. and from school at 3:00 p.m.

Parent Information

STEPS IN RESOLVING PROBLEMS:

- | | |
|--------------------------------------------------|-----------------------------------|
| 1. Conference with teacher | 4. Conference with Superintendent |
| 2. Conference with principal | 5. Full School Board review |
| 3. Conference with central office representative | |

DUE PROCESS:

No student may be punished for alleged misconduct without due process. Students are entitled to:

1. oral or written notice of the charges
2. an explanation of the evidence, and
3. an opportunity to present his/her side of the story.

DISPOSITIONS:

Student Conference: The first line of discipline is with the classroom teacher. Formal and informal conferences are held between the student and the teacher. If problems become more serious, the principal will hold a conference with the student in an attempt to improve behavior. Many times the student's teacher will also be included in the conference.

Parent Contact: The most effective person in dealing with student discipline problems is the parent. Teachers and administrators will contact the parents by phone or by letter in an effort to keep parents informed of student conduct.

School Conferences with Parent/Guardian: Parents are encouraged to set up an appointment with any teacher or administrator to discuss their son's or daughter's progress or problems. In a time of suspension, a parent may be asked to come to school to reinstate the student.

Confiscation: Any student's property, which disrupts the learning environment, will be temporarily removed from the student's possession.

Restitution: The replacement of or payment for property taken, damaged or destroyed will be required.

Suspension: A suspension is a temporary removal from school for violation of school rules. A student may not be suspended (short-term) for more than ten days at a time. A suspended student shall not be allowed to come onto school board property during the periods of the suspension or attend any school-sponsored activity.

DUE PROCESS - SUSPENSIONS:

1. Student's Right to a Hearing:

The principal or designee shall meet with the student for the purpose of:

- (a) presenting oral or written notice of the charges.
- (b) an explanation of the evidence, and
- (c) giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended (short-term) for no more than ten (10) consecutive school days.

2. Parent/Guardian Conference:

When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying the parent or guardian.

In addition, within one school day, the principal or designee will send a notice to the parent/guardian containing the following information:

- (a) A statement of the facts leading to the decision to suspend.
- (b) The date and time when the student will be allowed to return to school.
- (c) A statement of the parent's or student's right to have access to the student's records.

- (d) A request that the parent/guardian attend a conference to discuss the student's behavior. The parent/guardian is required to respond without delay to any request from school officials to attend a conference regarding their child's behavior.

3. Parent/Guardian Right of Appeal:

A review may be requested of the Superintendent and/or his designee. A final review may be requested of the Discipline Committee of the School Board.

Conduct on the School Bus

The following rules apply to all students riding Southampton County School buses. **Riding the school bus is as privilege!**

1. The driver has been instructed in the care, maintenance, and safety factors in the operation of the school bus and is responsible for administering these instructions. HE OR SHE IS IN CHARGE.
2. The driver shall exercise such authority that the principal may delegate relative to pupil behavior. Those causes of behavior which need special attention will be reported to the school principal by the bus driver.
3. The behavior of students at the bus stop is the responsibility of the principal. Students should not arrive at the bus stop more than fifteen minutes prior to the time for them to be picked up. Students are expected to stand quietly in line while waiting for the bus. They are to remain out of the street and are to refrain from playing and yelling.
4. After boarding the bus, students are to remain seated until they reach their destination.
5. To ensure efficient operation, all pupils will take seats assigned to them by the driver when requested to do so.
6. Students are to board the bus at their assigned bus stop only.
7. In order to assure a safe and orderly ride, specifics in relationship to conduct on the bus are as follows:

Students must not

- extend arms, legs or head out of the bus.
- tamper with the emergency door or other bus equipment.
- fight, scuffle or throw objects on the bus.
- bring water pistols, pea shooters, or weapons of any type on the bus.
- shout at pedestrians or throw objects from the windows.
- place books or other objects in the aisles of the bus or carry over-sized items that cause loss of passenger seat space or obstruct the driver's view.
- throw paper or other litter on the floor of the bus or from the bus
- engage in unnecessarily loud talking or shouting on the bus
- deface the bus. Repair or willful or careless damage must be paid for by the student
- use profane or indecent language
- smoke, strike matches or use lighters on or in the vicinity of the bus.
- bring alcohol, drugs or other controlled substances on the bus
- bring pets, animals or glass containers on the bus.

- make changes in bus stop or bus assignment without a written request from the parents, and approval by the school principal
 - exhibit obscene actions or gestures.
 - move about the bus while it is in motion.
8. Fighting and disruptive behavior are not permitted on the school bus or at the bus stop.
 9. Pupils who ride one bus to a transfer point and wait to be picked up by another bus are under the supervision of a designated adult at all times.
 10. Any person who willfully damages a school bus will be charged for repairs and may be assessed other penalties as may be appropriate.
 11. Please see the Student Conduct Policy Guidelines for more information.

DISREGARD FOR THESE RULES AND CONTINUED REFUSAL TO OBEY THEM WILL RESULT IN DISCIPLINARY MEASURES.

Telephone Directory

Meherrin Elementary	(757) 654-6461
Capron Elementary	(434) 658-4348
Riverdale Elementary	(757) 562-3007
Nottoway Elementary	(757) 859-6539
Southampton Middle	(757) 653-9250
Southampton High	(757) 653-2751
Career Technical Center	(757) 653-9170
School Board Office	(757) 653-2692
Special Education Dept.	(757) 653-2692
Transportation	(757) 653-2692
Fresh Start/Alternative Education	(757) 562-2903

NOTES

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON
THE BASIS OF RACE, COLOR, SEX, AGE, RELIGION, DISABILITY, NATIONAL
ORIGIN OR MARITAL STATUS IN EMPLOYMENT OR
ANY OF ITS PROGRAMS OR ACTIVITIES.**

**THE COMPLIANCE OFFICER FOR
SOUTHAMPTON COUNTY PUBLIC SCHOOLS FOR THE ABOVE STATUTES IS
THE EXECUTIVE DIRECTOR OF ADMINISTRATION AND PERSONNEL**

**DR. WAYNE K. SMITH
POST OFFICE BOX 96
21308 PLANK ROAD
COURTLAND VIRGINIA 23837
757-653-2692
757-653-9422 FAX**